



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

APR 29 1994

Indian Health Service
Rockville MD 20857

SGM 94-2
OAM/DMP

TO: All Headquarters East Employees

FROM: Acting Director of Headquarters Operations

SUBJECT: Instructions for Review, Approval and Routing of Forms
for Printing and Visual Services, Training Nomination
and Authorization, and Request for Personnel Action

In addition to those obligating documents referenced in Special General Memorandum (SGM) 94-1, dated March 9, 1994, you are hereby advised that it is also no longer a general requirement that the following obligating documents be routed to the Director of Headquarters Operations for review and approval:.

Form HHS 26, "Printing and Visual Services" requisitions
Form HHS-350, "Training Nomination and Authorization"
Form SF-52, "Request for Personnel Action"

The Headquarters East Associate Directors have the authority to approve printing services and training and to authorize personnel actions for employees within their organizations unless one or more of the exceptions listed in Column B of the attached matrix exist.

If you have questions regarding this SGM, please contact the Division of Management Policy on 443-2546.


Luana L. Reyes

Attachment

Review, Approval, and Routing of Forms for Printing and Visual Services,
Training Nomination and Authorization, Request for Personnel Action,
Purchase/Service/Stock Requisitions, and Travel Orders

FORM NUMBER (A)	EXCEPTIONS TO ROUTING FORMS WITHOUT DIRECTOR OF HEADQUARTERS OPERATIONS REVIEW AND APPROVAL (B)	ROUTING INSTRUCTIONS (C)
HHS-26 Printing & Visual Services	No exception ⁶	Associate Director Division of Resources Management Division of Administrative Services
HHS-350 Training Nomination & Author- ization	<ul style="list-style-type: none"> • Long Term-Training • When the DHO is the immediate supervisor of the individual being nominated for training <p>Note: The approving official signature must appear in field #29 of the HHS-350</p>	*Division Director Associate Director Division of Resources Management Chief, Career Development and Training Branch, OHR
SF-52 Request for Personnel Action	<ul style="list-style-type: none"> • Clearance of action on an SES level employee • When the DHO must sign the request in field #6 as the second line supervisor of the affected employee • When the DHO must sign as the clearance or authorizing official for employees in the immediate Office of the Director 	Associate Director Division of Resources Management Equal Employment Opportunity and Civil Rights Staff Chief, Hqs East Personnel Operations Branch, OHR
HHS-393 Purchase/ Service/ Stock Requisi- tion	<ul style="list-style-type: none"> • When the common accounting number (CAN) used on the form is 942000 - 942005, or 942600 • When the dollar amount for purchase of services or supplies is equal to or greater than \$25,000 per requisition 	Division Director Associate Director Division of Resources Management Chief, Office Services Section, OAM
HHS-1 Travel Order	<ul style="list-style-type: none"> • When the travel is being charged to the Office of the Director (CANs 942000 - 942005, or 942600) • When the travel order is prepared for an Associate Director (domestic and international travel) 	Division Director Associate Director Division of Resources Management

Division Directors may approve training for employees only if the authority to do so has been specifically delegated by their Associate Director.